

S E C R E T

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Staff Notes - Week of 5 Febraury 1988

25X1

25X1

Plans Branch/PPS

EXTENSION

NO.

DATE

5 February 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/Plans Branch

9 Feb

UA

2. C/PPS

9 Feb 88

B

3. EO/OS

9 Feb 1988

4. ~~D/OS~~

9 Feb

B

5. OS Registry

6.

7.

8.

9.

10.

11.

12.

13. Regrade Confidential When Separated from Secret Attachment

14.

15.

25X1

FORM 1-79

610 USE PREVIOUS EDITIONS

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★ U.S. Government Printing Office: 1985-494-834/49156

9 February 1988

25X1 1. DA Off-Site [REDACTED]

25X1 [REDACTED] reported on the DA off-site held last week at  
25X1 [REDACTED] which was attended by the new DDA, Mr. R. M. Huffstutler.  
DA Office Directors addressed a variety of personnel-related  
issues, including Agency ceiling and attaining the proper "mix"  
of employees, enhanced training activities, and the proposed  
establishment of an Executive Development Program. Future DA  
off-sites will be held quarterly and focus attention on one  
25X1 issue at each meeting. [REDACTED]  
25X1 [REDACTED]

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4. Upcoming D/S Travel

25X1 [ ] will travel to several [ ] locations  
25X1 during the 24 February - 27 February time frame. [ ]

5. RIP Polygraph Briefing Program

25X1 C/RIP Branch stated that the first two RIP polygraph  
briefing sessions have been well-received by the [ ] employees  
in attendance and have generated and answered many employee  
questions. The sessions are held every Friday at 2:00 p.m. in  
Headquarters GA-13, open to all Agency employees, and conducted  
25X1 by [ ] C/RIP Branch and [ ] C/RIP Branch/PD.  
25X1 [ ]

6. DD/PS Travel

25X1 The Deputy Director for Personnel Security will travel  
25X1 8 - 12 February and visit [ ] and attend the Industrial  
Security Working Group [ ]

7. Letters of Appreciation/Commendatory Memoranda

25X1 [ ] Executive Officer, announced the  
receipt of the following letters of appreciation and  
commendatory memoranda for the following individuals and  
components:

25X1

[ ]

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